

Chapter Overview

Introduction

The objective of this chapter is to provide a concise, user friendly job aid for completing administrative remarks, recording medals and awards, reporting completion of NJP or courts-martial proceedings, reporting unauthorized absence or deserter status and reporting return from unauthorized absence or deserter status. This chapter provides checklist, guides, and information required to complete these tasks.

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Section Overview

Introduction This section will help you to locate the policies and procedures for completing an administrative remark entry, guide you through the procedures for reporting medals and awards, and aid you in completing and reviewing an Enlisted Employee Review Worksheet (EERW).

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Reporting Medals and Awards	10-A-3
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Administrative Remarks (CG-3307)

Introduction	The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in a Personnel Data Record (PDR). Administrative Remarks entries are made, to document counseling, or to record any other information required by current directives, or considered to be of historical value.
Reference	COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307)
Policies and procedures	The policies and procedures governing the use and preparation of the CG-3307 can be found in COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307), which should be filed as Enclosure (6) to this manual.
Example entries	The only CG-3307 entries authorized are those listed in Enclosure (1) to COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307).

Reporting Medals and Awards

Introduction All medals and awards that have been presented to the member must be reported to the PERSRU for entry into CGHRMS.

Reporting awards When a member receives a medal or award, forward a copy of the certificate or other documentation to the PERSRU.

Processing Good Conduct Awards Process table for active duty and reserve Good Conduct Awards.

Stage	Who does it	What happens
1	PERSRU	Forwards a list to the unit of members who are eligible for awards between the 15th of the current month to the 14th of the next month
2	Unit/PERSRU (See note)	Prepares Good Conduct Award Certificate for the unit commanding officer's signature
3	Unit	Forwards a copy of the signed award certificate or documentation to the PERSRU
4	PERSRU	Completes CGHRMS transactions

Note: If unit has no administrative support attached, the PERSRU will complete the Good Conduct Award Certificate and forward to the unit.

How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS

Purpose The objective of this section is to provide a concise, user-friendly job aid for completing Enlisted Employee Review Worksheet (EERW).
Refer to Chapter 10-B of the Coast Guard Personnel Manual (COMDTINST M1000.6 (series)), for information about the Enlisted Employee Review System.

Discussion The EERW should only be used for personnel assigned at commands not having access to CGHRMS. Some examples of affected commands are:

- CG Recruiting Offices
- CG personnel assigned at MEPS
- Underway vessels (to be input upon return to homeport)
- Detached duty.

Process This is the process used for submission of Enlisted Employee Review Worksheets.

Stage	Who does it	What Happens
1	Unit	<ul style="list-style-type: none">• Determines members that need to be evaluated.• Obtains the EERW from parent command, Enclosure 1 of this manual, or the internet (if applicable). Vessels anticipating underway periods during a period ending date should have sufficient copies prior to sailing.• Ensures member signs EERW within 21 days of period ending date.• Mails completed EERW to parent command for data entry into EERS.
2	Parent Command	<ul style="list-style-type: none">• Enters information from EERW into CGHRMS.• Prints counseling sheet from CGHRMS• Returns counseling sheet to Unit.
3	Unit	<ul style="list-style-type: none">• Counsels member, gets signature, and files counseling sheet in member's record.

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How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS, Continued

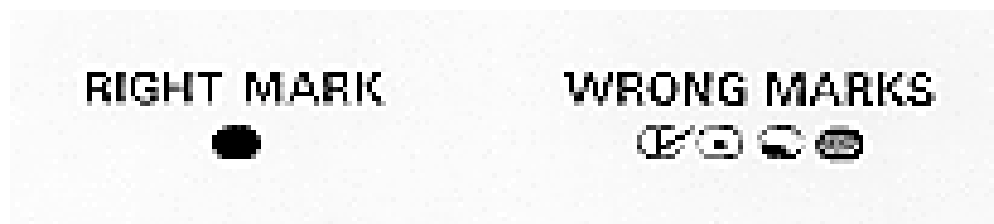
Before you begin

EERW's must be used for all Enlisted Employee Reviews (EER) submitted with a period end date later than 1AUG02 when applicable. All EER's must be submitted online.

A properly completed EERW is required for entry by parent command. Incorrect forms will be sent back to the unit for corrections.

Keep these important rules in mind while completing EERW's.

- Use a pen or pencil
- Darken the ovals completely, as in this example:



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Section A
PERFORMANCE

How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS, Continued

Completing the EERW

Follow these steps and examples to complete the EERW.

Note: If you have any questions after reading these directions, please contact HRSIC (ADV) at 785-339-3400 for assistance, before attempting to complete the form.

Step	Action												
1	Determine the reason for evaluation.												
2	<p>Please darken the correct ovals in blocks 1-5.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Block</th><th style="width: 85%;">Enter</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td><td>Print member's full name/rate and unit</td></tr> <tr> <td style="text-align: center;">2</td><td>Enter member's Employee Id</td></tr> <tr> <td style="text-align: center;">3</td><td>Darken the oval for the appropriate pay grade</td></tr> <tr> <td style="text-align: center;">4</td><td>Enter the correct reason code for the evaluation</td></tr> <tr> <td style="text-align: center;">5</td><td>Enter the correct period ending date</td></tr> </tbody> </table>	Block	Enter	1	Print member's full name/rate and unit	2	Enter member's Employee Id	3	Darken the oval for the appropriate pay grade	4	Enter the correct reason code for the evaluation	5	Enter the correct period ending date
Block	Enter												
1	Print member's full name/rate and unit												
2	Enter member's Employee Id												
3	Darken the oval for the appropriate pay grade												
4	Enter the correct reason code for the evaluation												
5	Enter the correct period ending date												


The example form shows the following details:

- Block 1:** RATE, FIRST NAME, LAST NAME: TT3 JOHN NEVERLAND
- Block 2:** EMPLOYEE ID #: 1234567
- Block 3:** PAYGRADE: E-5 (selected)
- Block 4:** REASON: SWE (Selected Work Evaluation)
- Block 5:** PERIOD ENDING: MONTH: OCT, DAY: 31, YEAR: 02
- UNIT NAME:** CGC UNDERWAY

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How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS, Continued

Completing the EERW (cont'd)

Step	Action
3	<p>Darken the ovals that properly evaluate the member.</p> <ul style="list-style-type: none"> • Use only one mark per field. • The supervisor and marking official should use a pencil and enter a mark in the oval, which can be erased if necessary. • The approving official agrees/disagrees and darkens the appropriate oval.
4	<p>All marks of:</p> <ul style="list-style-type: none"> • 1; • 2; • 7; • Not Recommended; or • Unsatisfactory in Conduct <p>must have supporting documentation attached to the EERW.</p>
5	<p>LEADERSHIP POTENTIAL</p> <p>Provide written documentation for all personnel E-6 and above describing in detail their potential for future leadership responsibilities.</p>
6	<p>Darken the correct Conduct oval.</p>  <p>A mark of unsatisfactory requires adverse supporting documentation.</p>

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Section A
PERFORMANCE

How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS, Continued

Completing the EERW (cont'd)

Step	Action						
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended.</p> <div style="text-align: center; margin: 10px 0;"> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">SUPERVISOR:</td> <td style="padding: 5px;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> </tr> <tr> <td style="padding: 5px;">MARKING OFFICIAL:</td> <td style="padding: 5px;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> </tr> <tr> <td style="padding: 5px;">APPROVING OFFICIAL:</td> <td style="padding: 5px;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> </tr> </table> </div> <ul style="list-style-type: none"> All members marked not recommended will not receive a SWE nor be allowed placement on a supplemental advancement or striker list. All evaluations completed in the spring are for the November SWE cycle. Evaluations completed in the fall are for the May SWE cycle. Reservists are evaluated one time per year in May for the October RSWE cycle. 	SUPERVISOR:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended	MARKING OFFICIAL:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended	APPROVING OFFICIAL:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended
SUPERVISOR:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended						
MARKING OFFICIAL:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended						
APPROVING OFFICIAL:	<input type="radio"/> Not Recommended <input type="radio"/> Recommended						
8	<p>The EERW must have four signatures for processing.</p> <ol style="list-style-type: none"> The supervisor Marking official Approving official Member <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> <td style="padding: 5px;"> I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT. </td> </tr> <tr> <td style="padding: 5px;"> MARKING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> <td style="padding: 5px;"> I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT. </td> </tr> <tr> <td style="padding: 5px;"> APPROVING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended </td> <td style="padding: 5px;"> <input type="checkbox"/> Clear <input type="checkbox"/> Do not correct, changes made <input type="checkbox"/> Counseling/Documentation for 1, 2, and 3's required <input type="checkbox"/> Counseling required (specify area) </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELLED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD-CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 11 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.</p> </div>	SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT.	MARKING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT.	APPROVING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	<input type="checkbox"/> Clear <input type="checkbox"/> Do not correct, changes made <input type="checkbox"/> Counseling/Documentation for 1, 2, and 3's required <input type="checkbox"/> Counseling required (specify area)
SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT.						
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APPROVING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	<input type="checkbox"/> Clear <input type="checkbox"/> Do not correct, changes made <input type="checkbox"/> Counseling/Documentation for 1, 2, and 3's required <input type="checkbox"/> Counseling required (specify area)						

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Administrative Review of the Enlisted Employee Review Worksheet

Introduction	<p>Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed. An audit of the worksheet will ensure it is processed properly the first time.</p> <p>Remember the critical nature of the EERW demands that members, commands, parent commands, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.</p>
Reasons the EERW rejects	<p>Listed below are several reasons the EERW will be rejected by your parent command. Pay special attention to these areas during your review of each worksheet.</p> <ol style="list-style-type: none">1. Wrong period ending date/wrong evaluation reason.2. Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.3. No marks in field -- One oval per factor must be darkened.4. Need supporting documentation.5. Pay grade does not match -- The unit marks the member for semi-annual evaluation when in fact the member advanced at an earlier date.6. No signature -- The supervisor, marking official, approving official, and the member must sign the worksheet. <p>Note: If for some reason the member will be unavailable at the end of the marking period, ensure enough lead-time in EERW preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.</p>
Unit Responsibility	<p>Any worksheet that is improperly completed will be returned to the unit for correction.</p> <p>Note: If the member has transferred; it is the unit's responsibility to forward the EERW to the new command.</p>
For more information or assistance	<p>Any questions concerning the Enlisted Employee Review Worksheet should be referred to HRSIC (ADV) at 785-339-3400. You can also e-mail Advancements at HRSIC-ADV@hric.uscg.mil.</p>

<div>DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3788A (REV. 4/09/02)</div>		<div>ENLISTED EMPLOYEE REVIEW WORKSHEET NON-RATED</div>									
INSTRUCTIONS											
<div><div><ul style="list-style-type: none">Use a pen or pencil.Darken in the oval completely.Do not make any stray marks on this form.</div><div><div>RIGHT MARK</div><div>●</div></div><div><div>WRONG MARKS</div><div>○○</div></div></div>											
<p>MEMBER: Provide written documentation that is objective, accurate, and timely noting significant accomplishments or aspects of performance that occurred during this marking period.</p> <p>RATING CHAIN: Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series) to determine the current professional and military job performance requirements for the specific rating. Review the performance qualifications to determine to what degree a member should be able to apply such knowledge. Review Section 10-B, Personnel Manual, COMDINST M1000.6 (series) and other pertinent directives establishing policy and procedures for completing enlisted employee reviews. Evaluate the member against the written performance standards only. When a member has consistently met all the written performance standards for a 2, 4, or 6 and no others, assign that mark. All performance dimensions must be evaluated. Provide written comments with specific examples of performance and behavior to support each mark of 1, 2, 7, or unsatisfactory conduct.</p>						<p>SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and place an "X" within the appropriate oval. Give form with recommended marks and written comments to the Marking Official within the time frames specified in the CG Personnel Manual.</p> <p>MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening in the appropriate ovals and entering the numerical equivalent in the "Mark" column. Give form with recommended marks and written comments to the Approving Official within the timeframes specified in the CG Personnel Manual.</p> <p>APPROVING OFFICIAL: Review the marks recommended by the Marking Official and complete the Approving Official's section. Marks not concurred with must be discussed with the Marking Official. To change a mark, line through and initial the incorrect mark, assign a new mark and change the Mark column. Ensure that required written comments are provided. Also ensure that the member is counseled and signs the worksheet and the marks are entered into the Coast Guard Human Resource Management System, within the time frames specified in the CG Personnel Manual.</p>					
	1	RATE, FIRST NAME, LAST NAME:							UNIT NAME:		
	2	EMPLOYEE ID #				4	REASON				
	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div></div></div>				REGULAR: ○ SEMI-ANNUAL/ANNUAL		CHOOSE ONLY ONE REASON				
					SPECIALS: Review section 10-B COMDTINST M1000.6 (series) to determine when required:						
					○ DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION)						
					○ REDUCTION (OTHER THAN DISCIPLINARY)						
3	PAYGRADE				○ TRANSFER						
<div><div>○ E-3</div><div>○ E-2</div><div>○ E-1</div></div>				○ PROBATION/SPECIAL CONDUCT							
				○ SWE							
5		PERIOD ENDING									
		MONTH		DAY		YEAR					
		○ JAN									
		○ FEB									
		○ MAR									
		○ APR									
		○ MAY									
		○ JUN									
		○ JUL									
		○ AUG									
		○ SEP									
		○ OCT									
		○ NOV									
		○ DEC									

MILITARY: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

COMPETENCIES		2		4		6		MARK
1. UNIFORM The extent to which this member appeared neat and smart in uniform.	<input type="radio"/>	Unable or unwilling to consistently appear neat and smart. Failed to maintain uniform standards. <input type="radio"/>	<input type="radio"/>	Presented a physically trim appearance. Uniform neat, clean, and properly worn; non-regulation items never worn. Brass, ribbons, footwear, hat, and devices polished or clean. <input type="radio"/>	<input type="radio"/>	Sharp military appearance. Uniform and all accessories typically flawless. Uniform served as a model to others. <input type="radio"/>	<input type="radio"/>	
2. GROOMING The extent to which this member appeared neat and well groomed.	<input type="radio"/>	Occasionally had to be reminded to cut or groom hair. If worn, beard or moustache did not meet grooming standards. <input type="radio"/>	<input type="radio"/>	Consistently met grooming standards by having hair cut and groomed. If worn, beard or moustache was neat and properly trimmed. <input type="radio"/>	<input type="radio"/>	Typically looked sharp. Grooming clearly exceeded standards. Set example for others. <input type="radio"/>	<input type="radio"/>	
3. CUSTOMS AND COURTESIES The extent to which this member conformed to military traditions, customs, and courtesies; and set standards for subordinates' performance and behavior.	<input type="radio"/>	Occasionally failed to conform to military traditions, or customs and courtesies. Performance of subordinates was marginal or unacceptable. <input type="radio"/>	<input type="radio"/>	Practiced and accepted military customs and courtesies. Showed respect to rank and privilege <input type="radio"/>	<input type="radio"/>	Consistently adhered to military customs, courtesies, and protocol in all situations. Inspired similar standards in others. <input type="radio"/>	<input type="radio"/>	

PERFORMANCE: Measures a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which this member demonstrated competency and proficiency for assignment.	<input type="radio"/>	Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures. <input type="radio"/>	<input type="radio"/>	Demonstrated good knowledge of policies and procedures. Had total understanding of routine concepts of assignment. <input type="radio"/>	<input type="radio"/>	Consistently demonstrated outstanding knowledge and skills; performed all tasks beyond expectations. <input type="radio"/>	<input type="radio"/>	
2. QUALITY OF WORK The degree to which this member completed quality work and required guidance.	<input type="radio"/>	Work often of poor quality and needed upgrading or redoing to be acceptable. Stood poor watches; often failed to comply with standing rules and orders. Required more guidance for paygrade and experience. <input type="radio"/>	<input type="radio"/>	Demonstrated good application of skills and experience to produce finished work of good quality. Stood good, responsible watches. Worked well on own; needed minimum guidance for new or complex tasks. <input type="radio"/>	<input type="radio"/>	Consistently produced work of highest quality; exceeded expectations and/or standards for tasks. Work typically done right the first time. Needed minimum supervision for tasks. <input type="radio"/>	<input type="radio"/>	
3. MONITORING WORK The degree to which this member identified what needed to be done, set priorities, and kept supervisor informed.	<input type="radio"/>	Sometimes needed help in prioritizing routine tasks. Usually unprepared. Did not follow policies or standard procedures. Occasionally late informing supervisor of changing situations or completion of tasks. <input type="radio"/>	<input type="radio"/>	Made good use of allotted time and properly used materials. Provided factual and accurate reports to supervisor on all aspects of work. <input type="radio"/>	<input type="radio"/>	Consistently completed work ahead of schedule. Extremely reliable; kept supervisor informed of problems, progress, or unusual events. <input type="radio"/>	<input type="radio"/>	
4. SAFETY The degree to which this member adhered to safety procedures.	<input type="radio"/>	Safety not a high priority; sometimes disregarded safety procedures or worked without safety equipment. <input type="radio"/>	<input type="radio"/>	Adhered to safe operating procedures for all aspects of work. Properly used required safety equipment. <input type="radio"/>	<input type="radio"/>	Consistently followed and stressed safety procedures. <input type="radio"/>	<input type="radio"/>	
5. STAMINA The degree to which this member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.	<input type="radio"/>	Physically/mentally tired under stress or during periods of extended work. Resisted putting in necessary overtime. Productivity or safety dropped in stressful situations. <input type="radio"/>	<input type="radio"/>	Handled stressful situations well. Worked extra hours as required to get the job done. Productivity and safety were adequate. <input type="radio"/>	<input type="radio"/>	Willingly worked overtime when necessary to get the job done. No loss of productivity or safety during stressful situations or extended work hours. <input type="radio"/>	<input type="radio"/>	

PERFORMANCE (Continued)

COMPETENCIES		2		4		6		MARK
6. COMMUNICATING The degree to which this member listened, spoke, and expressed thoughts clearly and logically.	<input type="radio"/>	Used inappropriate language or mannerisms. Failed to listen carefully. Expressed thoughts lacked clarity. Disorganized in verbal presentations.	<input type="radio"/>	Able to get point across. Demonstrated ability to communicate contributed to overall performance. Listened attentively.	<input type="radio"/>	Consistently displayed an outstanding ability in verbal expressions. Presentations were well organized.	<input type="radio"/>	

PROFESSIONAL QUALITIES: Measures a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. HEALTH AND WELL-BEING The degree to which this member exercised moderation in the use of alcohol. The degree to which this member maintained weight standards.	<input type="radio"/>	Failed to meet minimum standards of sobriety or weight control.	<input type="radio"/>	Maintained weight standards. Used alcohol discriminately or not at all; job performance not affected. Held self and subordinates accountable in meeting minimum standards, on and off duty.	<input type="radio"/>	Consistently demonstrated a significant commitment, beyond setting an example, on and off duty, to the well being of self and subordinates.	<input type="radio"/>	
2. INTEGRITY The degree to which this member demonstrated the qualities of honesty and fair-mindedness in personal relationships and actions, on and off duty.	<input type="radio"/>	Untrustworthy; shaded the truth. Took advantage of situations for personal gain.	<input type="radio"/>	Honest and truthful. Demonstrated strong moral character. Was fair-minded and trustworthy.	<input type="radio"/>	Consistently adhered to highest standards of honesty, truthfulness, and integrity. Required same of others. Strong moral principles and convictions as demonstrated by personal actions.	<input type="radio"/>	
3. LOYALTY The degree to which this member was committed to the Coast Guard, unit, supervisor, and shipmates.	<input type="radio"/>	Sometimes complained or otherwise outwardly showed lack of commitment to Coast Guard and its missions, unit, or well-being of others.	<input type="radio"/>	Exhibited pride in being part of the Coast Guard. Supported decisions of command. Loyal to seniors, shipmates, and subordinates. Backed subordinates. Was committed in doing the best job possible.	<input type="radio"/>	Personal actions consistently demonstrated a strong dedication to duty, Coast Guard, and unit. Extremely loyal and supportive of seniors, shipmates, and subordinates.	<input type="radio"/>	
4. RESPECTING OTHERS The degree to which this member cooperated with other people or units to achieve common goals.	<input type="radio"/>	Showed disregard for feelings of others through inappropriate comments or actions. Did not promote a team effort.	<input type="radio"/>	Treated others in a courteous, thoughtful, and respectful manner. Worked comfortably with others of all ranks and positions.	<input type="radio"/>	Worked to achieve a high state of mutual respect with all. Actively encouraged sensitivity to and understanding of the attitudes, perceptions, and ideas of others. Outstanding cooperation with others.	<input type="radio"/>	
5. HUMAN RELATIONS The degree to which this member fulfilled the letter and spirit of the Coast Guard's Human Relations/Sexual Harassment policy in personal relationships and actions.	<input type="radio"/>	Displayed discriminatory tendencies toward others based on their religion, age, sex, race, marital status, or ethnic background. Allowed bias to influence appraisals or the treatment of others. Was disrespectful or used position to harass others. Did not hold self or subordinates accountable for their human relations/sexual harassment responsibilities.	<input type="radio"/>	Held self and subordinates accountable for living up to the spirit of the Coast Guard's Human Relations/ Sexual Harassment statements. Treated others fairly and with dignity without regard to religion, age, sex, race, marital status, or ethnic background. No bias in work or appraisal actions. Personal actions contributed to unit morale.	<input type="radio"/>	Demonstrated through leadership a strong personal commitment to fair and equal treatment of others in all situations, without regard to religion, age, sex, race, marital status, or ethnic background. Actively campaigned against prejudicial actions or behavior by others. Made noteworthy contributions to prevent and eliminate prejudicial actions in the work place.	<input type="radio"/>	
6. ADAPTABILITY The degree to which this member adjusted and managed change.	<input type="radio"/>	Occasionally had difficulty in adjusting to changes in job, policies, procedures, and environment. Effectiveness impaired by changes to routine.	<input type="radio"/>	Took change in stride. Adapted quickly to changes. Maintained effectiveness despite disruptions to work routine.	<input type="radio"/>	Managed change and adjusted easily to major or last minute changes in job, policies, procedures, and environment. Very flexible. Maintained a high degree of effectiveness.	<input type="radio"/>	

LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in the performance of work.

(E-3 Personnel Only)

COMPETENCIES		2		4		6		MARK
1. WORKING WITH OTHERS The degree to which this member promoted a team effort in accomplishing goals.	<input type="radio"/>	Disregarded the ideas of others. Not a team player; burden on group. <input type="radio"/>	<input type="radio"/>	Demonstrated CAN DO attitude. Contributed ideas; carried own share of workload. <input type="radio"/>	<input type="radio"/>	Outstanding team member; took on extra duties. Ideas and recommendations sought by others. <input type="radio"/>	<input type="radio"/>	
2. RESPONSIBILITY This member's ability and willingness to enforce standards on self, subordinates, and others; to support policies and decisions; and to hold one's self accountable for own and subordinate's actions.	<input type="radio"/>	Provided little or no support for policies and decisions. Unwilling to hold self or subordinates accountable for actions. Lax at enforcing military rules and regulations. <input type="radio"/>	<input type="radio"/>	Required self, subordinates, and others to conform to military rules and regulations. Fully supported policies and decisions of seniors. Enforced standards uniformly. <input type="radio"/>	<input type="radio"/>	Consistently held self, subordinates, and others accountable for performance and behavior. Actively persuaded others to support policies and decisions even if unpopular. Outstanding leader that aggressively worked to ensure that standards were uniformly enforced. <input type="radio"/>	<input type="radio"/>	
3. MOTIVATION TOWARDS ADVANCEMENT The degree to which this member pursued completion of courses and training.	<input type="radio"/>	Lackadaisical, made little effort in seeking training; slow to complete courses and performance qualifications. Lacked desire to advance. <input type="radio"/>	<input type="radio"/>	Demonstrated strong desire to advance. Consistently pursued completion of requirements necessary for advancement. <input type="radio"/>	<input type="radio"/>	Determined to advance; completed all requirements ahead of required time frames. Sought additional training to enhance and improve opportunity to advance. <input type="radio"/>	<input type="radio"/>	
4. SETTING AN EXAMPLE This member's ability and willingness to seek responsibility and display positive judgment in making decisions.	<input type="radio"/>	Projected an apathetic attitude towards assigned work, the Coast Guard, unit policies, or decisions of seniors. Sometimes indecisive or unwilling to make necessary decisions for areas of responsibility. Set poor example by lack of action. Frequently made bad decisions. <input type="radio"/>	<input type="radio"/>	Self-starter; influenced others by projecting a positive and enthusiastic attitude. Demonstrated good judgment in making decisions. <input type="radio"/>	<input type="radio"/>	Outstanding role model; sought additional responsibility. Made excellent decisions and recommendations. Actively promoted acceptance of all work including unpleasant assignments. <input type="radio"/>	<input type="radio"/>	

CONDUCT

COMPETENCY	
CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	<div style="display: flex; justify-content: space-between;"> <div> UNSATISFACTORY Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards. </div> <div><input type="radio"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div> SATISFACTORY No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries. </div> <div><input type="radio"/></div> </div>
RECOMMENDATION FOR ADVANCEMENT NOT RECOMMENDED: Check this block if, in the view of the rating official, the individual is not capable of satisfactorily performing the duties and responsibilities of the next higher paygrade and is not making progress toward that end. RECOMMENDED: Check this block if, in the view of the rating official, the individual is fully capable of satisfactorily performing the duties and responsibilities of the next higher paygrade. This block may be checked irrespective of the individual's qualification of eligibility for advancement.	
SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Rate/Rank</div> <div>_____ Date</div> </div>
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Signature

Date

<div>DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3788B (REV. 4/09/02)</div>		<div>ENLISTED EMPLOYEE REVIEW WORKSHEET</div> <div>PETTY OFFICER</div>																																											
INSTRUCTIONS																																													
<div><ul style="list-style-type: none">Use a pen or pencil.Darken in the oval completely.Do not make any stray marks on this form.</div>		RIGHT MARK ●		WRONG MARKS ○○																																									
<div>MEMBER: Provide written documentation that is objective, accurate, and timely noting significant accomplishments or aspects of performance that occurred during this marking period.</div> <div>RATING CHAIN: Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series) to determine the current professional and military job performance requirements for the specific rating. Review the performance qualifications to determine to what degree a member should be able to apply such knowledge. Review Section 10-B, Personnel Manual, COMDINST M1000.6 (series) and other pertinent directives establishing policy and procedures for completing enlisted employee reviews. Evaluate the member against the written performance standards only. When a member has consistently met all the written performance standards for a 2, 4, or 6 and no others, assign that mark. All performance dimensions must be evaluated. Provide written comments to describe the member's leadership potential (E-6 evaluations only). Written comments are also required to support each mark of 1, 2, 7 or unsatisfactory conduct. Written comments should provide specific examples of performance and behavior.</div> <div>LEADERSHIP POTENTIAL: Provide written documentation for all E-6 personnel describing in detail their potential for future leadership responsibilities.</div>				<div>SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and place an "X" within the appropriate oval. Give form with recommended marks and written comments to the Marking Official within the time frames specified in the CG Personnel Manual.</div> <div>MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening in the appropriate ovals and entering the numerical equivalent in the "Mark" column. Give form with recommended marks and written comments to the Approving Official within the timeframes specified in the CG Personnel Manual.</div> <div>APPROVING OFFICIAL: Review the marks recommended by the Marking Official and complete the Approving Official's section. Marks not concurred with must be discussed with the Marking Official. To change a mark, line through and initial the incorrect mark, assign a new mark and change the Mark column. Ensure that required written comments are provided. Also ensure that the member is counseled and signs the worksheet and the marks are entered into the Coast Guard Human Resource Management System, within the time frames specified in the CG Personnel Manual.</div>																																									
	1	RATE, FIRST NAME, LAST NAME:				UNIT NAME:																																							
	2	EMPLOYEE ID #		4	REASON																																								
	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="7"></td></tr></table>																<div>REGULAR: ○ SEMI-ANNUAL/ANNUAL</div> <div>CHOOSE ONLY ONE REASON</div> <div>SPECIALS: Review section 10-B COMDTINST M1000.6 (series) to determine when required: ○ DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION) ○ ADVANCEMENT (DAY PRIOR TO ADVANCEMENT IN PRIOR RATE) (FOR PERSONNEL ADVANCING FROM E-6 TO E-7 ONLY) ○ CHANGE IN RATE ○ REDUCTION (OTHER THAN DISCIPLINARY) ○ TRANSFER ○ PROBATION/SPECIAL CONDUCT ○ SWE</div>																												
3	PAYGRADE																																												
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		<table><tr><td>MONTH</td><td>DAY</td><td>YEAR</td></tr><tr><td>○ JAN</td><td></td><td></td></tr><tr><td>○ FEB</td><td></td><td></td></tr><tr><td>○ MAR</td><td></td><td></td></tr><tr><td>○ APR</td><td></td><td></td></tr><tr><td>○ MAY</td><td></td><td></td></tr><tr><td>○ JUN</td><td></td><td></td></tr><tr><td>○ JUL</td><td></td><td></td></tr><tr><td>○ AUG</td><td></td><td></td></tr><tr><td>○ SEP</td><td></td><td></td></tr><tr><td>○ OCT</td><td></td><td></td></tr><tr><td>○ NOV</td><td></td><td></td></tr><tr><td>○ DEC</td><td></td><td></td></tr></table>		MONTH	DAY	YEAR	○ JAN			○ FEB			○ MAR			○ APR			○ MAY			○ JUN			○ JUL			○ AUG			○ SEP			○ OCT			○ NOV			○ DEC					
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PERFORMANCE: Measures a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which this member demonstrated technical competency and proficiency for rating or special assignment.	<input type="radio"/>	Marginal knowledge of rating or special assignment. Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures.	<input type="radio"/>	Demonstrated good knowledge of policies and procedures. Had total understanding of routine concepts of rating or special assignment. Solved everyday problems encountered in completing most assigned tasks.	<input type="radio"/>	Consistently demonstrated outstanding knowledge and skills; performed all tasks. Developed and analyzed alternatives needed to solve difficult problems.	<input type="radio"/>	
2. QUALITY OF WORK The degree to which this member completed quality work and required guidance.	<input type="radio"/>	Work often of poor quality and needed upgrading or redoing to be acceptable. Stood poor watches; often failed to comply with standing rules and orders. Required more guidance for paygrade and experience.	<input type="radio"/>	Used training, experience, and proper procedures to produce finished work of good quality. Stood good, responsible watches. Worked well on own; needed minimum guidance for new or complex tasks.	<input type="radio"/>	Consistently produced work of highest quality; exceeded expectations and/or standards for tasks. Used knowledge and experience to resolve unusual problems/situations while on watch. Needed no guidance other than initial direction to complete new or complex tasks.	<input type="radio"/>	
3. MONITORING WORK The degree to which this member identified what needed to be done, set priorities, and kept supervisor informed.	<input type="radio"/>	Sometimes needed help in prioritizing routine tasks. Usually unprepared. Did not follow policies or standard procedures. Occasionally late informing supervisor of changing situations or completion of tasks.	<input type="radio"/>	Quickly recognized difference between routine and priority tasks and organized work accordingly. Carefully monitored progress of tasks to completion. Provided factual and accurate reports to supervisor on all aspects of work.	<input type="radio"/>	Accurately set priorities for all assigned tasks and consistently completed work ahead of schedule. Consistently kept supervisor informed of progress/problems, results, and new work efforts.	<input type="radio"/>	
4. USING RESOURCES The degree to which this member used personnel and material resources.	<input type="radio"/>	Occasionally wasted materials or unable to properly and effectively use tools, publications, and equipment. Sometimes wasted time. Did not delegate well. Often failed to follow up.	<input type="radio"/>	Made good use of available personnel and their skills. Materials, tools, equipment, and publications effectively used.	<input type="radio"/>	Used all personnel and their skills to capacity in a positive working environment. Sought out better ways to accomplish tasks.	<input type="radio"/>	
5. SAFETY The degree to which this member identified, evaluated, and managed risks to personnel.	<input type="radio"/>	Failed to adequately identify and protect personnel from hazards. Did not follow standard procedures in risk identification and assessment of hazards. Safety not a high priority; sometimes allowed personnel to disregard safety procedures or to work without safety equipment.	<input type="radio"/>	Ensured that safe operating procedures were followed for all aspects of work. Ensured that required safety equipment was available and used. Followed-up and ensured that identified hazards were removed.	<input type="radio"/>	Consistently stressed safety. Demonstrated a significant commitment towards the identification and removal of hazards to personnel.	<input type="radio"/>	
6. STAMINA The degree to which this member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.	<input type="radio"/>	Physically/mentally tired under stress or during periods of extended work. Resisted putting in necessary overtime. Productivity or safety dropped in stressful situations.	<input type="radio"/>	Handled stressful situations well. Worked extra hours as required to get the job done. Productivity and safety were adequate.	<input type="radio"/>	Willingly worked overtime when necessary to get the job done. No loss of productivity or safety during stressful situations or extended work hours.	<input type="radio"/>	
7. COMMUNICATING The degree to which this member listened, spoke, and expressed thoughts clearly and logically.	<input type="radio"/>	Used inappropriate language or mannerisms. Failed to listen carefully. Expressed thoughts lacked clarity. Disorganized in verbal presentations.	<input type="radio"/>	Used appropriate language; able to get point across. Demonstrated ability to communicate contributed to overall performance. Listened attentively.	<input type="radio"/>	Consistently displayed an outstanding ability in verbal expressions. Promoted open communications; put others at ease and drew out their suggestions/comments. Presentations were typically well organized.	<input type="radio"/>	

LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in the performance of work.

COMPETENCIES		2		4		6		MARK
1. DIRECTING OTHERS The effectiveness of this member in influencing and guiding others in the completion of tasks.	<input type="radio"/>	Had difficulty in directing and influencing others effectively. Did not instill confidence in subordinates and others. Did not manage difficult situations. Did not establish and maintain standards of quality or quantity for work produced.	<input type="radio"/>	Knew and used people's abilities to ensure that high work standards were maintained. Kept self and others motivated towards completion of work. Subordinates knew their role.	<input type="radio"/>	Achieved positive and prompt action from others, even in difficult situations. Ensured that each member knew their role in organization. A strong and respected leader.	<input type="radio"/>	

LEADERSHIP (Continued)

COMPETENCIES		2		4		6		MARK
2. WORKING WITH OTHERS The degree to which this member promoted a team effort in accomplishing goals.	<input type="radio"/>	Exerted little or no influence over group resulting in disorganized efforts. Allowed conflicts to go on between group members. Disregarded the ideas of others. Not a team player.	<input type="radio"/>	Demonstrated CAN DO attitude. Ensured workload equitably distributed. Encouraged other team members to contribute ideas.	<input type="radio"/>	Outstanding team leader that excelled in getting all to work together. Group consistently effective and productive in achieving team goals.	<input type="radio"/>	
3. DEVELOPING SUBORDINATES The extent this member used coaching, counseling, training, and education to increase the knowledge and performance of subordinates or others. The degree of this member's sensitivity and responsiveness to the goals and achievements of others.	<input type="radio"/>	Contributed little to training and educational programs to develop subordinates or others. Accepted marginal or unsatisfactory performance or behavior. Failed to provide timely or constructive feedback. Rarely acknowledged or recognized subordinates' or others' accomplishments or achievements.	<input type="radio"/>	Participated in formal, informal, and on job training. Successful at coaching; encouraged others to improve. Performance feedback was timely and constructive.	<input type="radio"/>	Consistently shared knowledge with subordinates and others through training. Performance feedback was timely and constructive. Initiated appropriate and timely recognition of subordinates and others.	<input type="radio"/>	
4. RESPONSIBILITY This member's ability and willingness to enforce standards on self, subordinates, and others; to support policies and decisions; and to hold one's self accountable for own and subordinate's actions.	<input type="radio"/>	Provided little or no support for policies and decisions. Unwilling to hold self or subordinates accountable for actions. Lax at enforcing military rules and regulations.	<input type="radio"/>	Required self, subordinates, and others to conform to military rules and regulations. Fully supported policies and decisions of seniors. Enforced standards uniformly.	<input type="radio"/>	Consistently held self, subordinates, and others accountable for performance and behavior. Actively persuaded others to support policies and decisions even if unpopular. Outstanding leader that aggressively worked to ensure that standards were uniformly enforced.	<input type="radio"/>	
5. EVALUATIONS The extent to which this member conducted, or required others to conduct, evaluations that were objective, accurate, fair, timely, and consistent with actual performance. Evaluations treated as an ongoing process vice an event.	<input type="radio"/>	Written or oral reports on the performance of self, subordinates, or others were typically submitted late, incomplete, or inconsistent with actual performance. Provided little or no counseling to subordinates.	<input type="radio"/>	Provided complete and accurate reports, written or oral, on self, subordinates, or others. Performance and behavior properly evaluated against the written standards. Supporting documentation, when required, contained specific and descriptive observations. Subordinates and others received timely and constructive counseling.	<input type="radio"/>	Written or oral reports consistently timely and clearly measured performance against written standards. Written supporting documentation, if necessary, was complete, accurate, specific, and supported numerical evaluations. Did not accept inaccurate reports from others.	<input type="radio"/>	
6. WORK-LIFE SENSITIVITY/EXPERTISE The acquisition and use of both knowledge and skills to enhance the overall quality of life and general welfare of CG members and their families. This member's interest in and level of support for CG Work-Life and related programs regardless of billet.	<input type="radio"/>	Lacked basic understanding of Work-Life and related programs. Not responsive to the personal needs of CG members and their families. Demonstrated little or no concern for the needs of CG members and their families. Failed to provide adequate support or assistance for people's problems. Avoided opportunities to develop expertise including acquisition of essential knowledge or skills.	<input type="radio"/>	Knowledgeable on Work-Life principles, issues, and resources. Conveyed that knowledge to CG members and their families. Provided support with personal or job-related problems and needs; if unable to provide support, ensured that appropriate counseling and assistance were available from other sources.	<input type="radio"/>	In-depth knowledge of Work-Life program. Responsive to the needs of CG members and their families; went the extra mile to help those in need. Consistently apprised CG members and their families of Work-Life related programs.	<input type="radio"/>	
7. SETTING AN EXAMPLE This member's ability and willingness to seek responsibility and display positive judgment in making decisions.	<input type="radio"/>	Projected an apathetic attitude towards assigned work, the Coast Guard, unit policies, or decisions of seniors. Sometimes indecisive or unwilling to make necessary decisions for areas of responsibility. Set poor example by lack of action. Frequently made bad decisions.	<input type="radio"/>	Self-starter; influenced others by projecting a positive and enthusiastic attitude. Demonstrated good judgment in making decisions.	<input type="radio"/>	Outstanding role model; sought additional responsibility. Made excellent decisions and recommendations. Actively promoted acceptance of all work including unpleasant assignments.	<input type="radio"/>	

MILITARY: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

COMPETENCIES		2		4		6		MARK
1. MILITARY BEARING The extent to which this member appeared neat, smart, and well groomed in uniform; and set standards for subordinates.	<input type="radio"/>	Unable or unwilling to consistently appear neat, smart, and well groomed. Failed to maintain uniform or grooming standards. Performance of subordinates was marginal or unacceptable.	<input type="radio"/>	Demonstrated great care in maintaining and wearing uniform. Hair groomed to standards; if worn, beard or moustache also neat and properly trimmed. Presented a physically trim appearance.	<input type="radio"/>	Standards for uniform and grooming excellence served as model for others. Performance of subordinates was exceptional.	<input type="radio"/>	
2. CUSTOMS AND COURTESIES The extent to which this member conformed to military traditions, customs, and courtesies; and set standards for subordinates' performance and behavior.	<input type="radio"/>	Occasionally failed to conform to military traditions, or customs and courtesies. Performance of subordinates was marginal or unacceptable.	<input type="radio"/>	Maintained military formality, precedence, courtesies, and respect to rank and privilege; required same of subordinates.	<input type="radio"/>	Exemplified the finest traditions of military customs, courtesies, and protocol in all situations. Inspired similar standards in others. Performance of subordinates was exceptional.	<input type="radio"/>	

PROFESSIONAL QUALITIES: Measures a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. HEALTH AND WELL-BEING The degree to which this member exercised moderation in the use of alcohol. The degree to which this member maintained weight standards.	<input type="radio"/>	Failed to meet minimum standards of sobriety or weight control. <input type="radio"/>	<input type="radio"/>	Maintained weight standards. Used alcohol discriminately or not at all; job performance not affected. Held self and subordinates accountable in meeting minimum standards, on and off duty. <input type="radio"/>	<input type="radio"/>	Consistently demonstrated a significant commitment, beyond setting an example, on and off duty, to the well-being of self and subordinates. <input type="radio"/>	<input type="radio"/>	
2. INTEGRITY The degree to which this member demonstrated the qualities of honesty and fair mindedness in personal relationships and actions, on and off duty.	<input type="radio"/>	Untrustworthy; shaded the truth. Took advantage of situations for personal gain. <input type="radio"/>	<input type="radio"/>	Honest and truthful. Demonstrated strong moral character. Was fair-minded and trustworthy. <input type="radio"/>	<input type="radio"/>	Consistently adhered to highest standards of honesty, truthfulness, and integrity. Required same of others. Strong moral principles and convictions as demonstrated by personal actions. <input type="radio"/>	<input type="radio"/>	
3. LOYALTY The degree to which this member was committed to the Coast Guard, unit, supervisor, and shipmates.	<input type="radio"/>	Sometimes complained or otherwise outwardly showed lack of commitment to Coast Guard and its missions, unit, or well-being of others. <input type="radio"/>	<input type="radio"/>	Exhibited pride in being part of the Coast Guard. Supported decisions of command. Loyal to seniors, shipmates, and subordinates. Backed subordinates. Was committed in doing the best job possible. <input type="radio"/>	<input type="radio"/>	Personal actions consistently demonstrated a strong dedication to duty, Coast Guard, and unit. Extremely loyal and supportive of seniors, shipmates, and subordinates. <input type="radio"/>	<input type="radio"/>	
4. RESPECTING OTHERS The degree to which this member cooperated with other people or units to achieve common goals.	<input type="radio"/>	Showed disregard for feelings of others through inappropriate comments or actions. Did not promote a team effort. <input type="radio"/>	<input type="radio"/>	Treated others in a courteous, thoughtful, and respectful manner. Worked comfortably with others of all ranks and positions. <input type="radio"/>	<input type="radio"/>	Worked to achieve a high state of mutual respect with all. Actively encouraged sensitivity to and understanding of the attitudes, perceptions, and ideas of others. Outstanding cooperation with others. <input type="radio"/>	<input type="radio"/>	
5. HUMAN RELATIONS The degree to which this member fulfilled the letter and spirit of the Coast Guard's Human Relations/ Sexual Harassment policy in personal relationships and actions.	<input type="radio"/>	Displayed discriminatory tendencies toward others based on their religion, age, sex, race, marital status, or ethnic background. Allowed bias to influence appraisals or the treatment of others. Did not hold self or subordinates accountable for their human relations/sexual harassment responsibilities. <input type="radio"/>	<input type="radio"/>	Held self and subordinates accountable for living up to the spirit of the Coast Guard's Human Relations/ Sexual Harassment statements. Treated others fairly and with dignity without regard to religion, age, sex, race, marital status, or ethnic background. No bias in work or appraisal actions. Personal actions contributed to unit morale. <input type="radio"/>	<input type="radio"/>	Demonstrated through leadership a strong personal commitment to fair and equal treatment of others in all situations, without regard to religion, age, sex, race, marital status, or ethnic background. Actively campaigned against prejudicial actions or behavior by others. Made noteworthy contributions to prevent and eliminate prejudicial actions in the work place. <input type="radio"/>	<input type="radio"/>	
6. ADAPTABILITY The degree to which this member adjusted and managed change.	<input type="radio"/>	Occasionally had difficulty in adjusting to changes in job, policies, procedures, and environment. Effectiveness impaired by changes to routine. <input type="radio"/>	<input type="radio"/>	Took change in stride. Adapted quickly to changes. Maintained effectiveness despite disruptions to work routine. <input type="radio"/>	<input type="radio"/>	Managed change and adjusted easily to major or last minute changes in job, policies, procedures, and environment. Very flexible. Maintained a high degree of effectiveness. <input type="radio"/>	<input type="radio"/>	

CONDUCT

COMPETENCY	
CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	<div style="display: flex; justify-content: space-between;"> <div> UNSATISFACTORY Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards. </div> <input type="radio"/> </div> <div style="display: flex; justify-content: space-between;"> <div> SATISFACTORY No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries. </div> <input type="radio"/> </div>
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SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Rate/Rank</div> <div>_____ Date</div> </div>
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MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.

Signature

Date

<div>DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3788C (REV. 4/09/02)</div>		<div>ENLISTED EMPLOYEE REVIEW WORKSHEET MASTER, SENIOR, CHIEF PETTY OFFICER</div>																																												
INSTRUCTIONS																																														
<div><ul style="list-style-type: none">Use a pen or pencil.Darken in the oval completely.Do not make any stray marks on this form.</div>		RIGHT MARK ●		WRONG MARKS ○○																																										
<div><p>MEMBER: Provide written documentation that is objective, accurate, and timely noting significant accomplishments or aspects of performance that occurred during this marking period.</p><p>RATING CHAIN: Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series) to determine the current professional and military job performance requirements for the specific rating. Review the performance qualifications to determine to what degree a member should be able to apply such knowledge. Review Section 10-B, Personnel Manual, COMDINST M1000.6 (series) and other pertinent directives establishing policy and procedures for completing enlisted employee reviews. Evaluate the member against the written performance standards only. When a member has consistently met all the written performance standards for a 2, 4, or 6 and no others, assign that mark. All performance dimensions must be evaluated. Provide written comments to describe the member's leadership potential. Written comments are also required to support each mark of 1, 2, 7 or unsatisfactory conduct. Written comments should provide specific examples of performance and behavior.</p><p>LEADERSHIP POTENTIAL: Provide written documentation for all E-7, E-8, and E-9 personnel describing in detail their potential for future leadership responsibilities.</p></div>				<div><p>SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and place an "X" within the appropriate oval. Give form with recommended marks and written comments to the Marking Official within the time frames specified in the CG Personnel Manual.</p><p>MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening in the appropriate ovals and entering the numerical equivalent in the "Mark" column. Give form with recommended marks and written comments to the Approving Official within the timeframes specified in the CG Personnel Manual.</p><p>APPROVING OFFICIAL: Review the marks recommended by the Marking Official and complete the Approving Official's section. Marks not concurred with must be discussed with the Marking Official. To change a mark, line through and initial the incorrect mark, assign a new mark and change the Mark column. Ensure that required written comments are provided. Also ensure that the member is counseled and signs the worksheet and the marks are entered into the Coast Guard Human Resource Management System, within the time frames specified in the CG Personnel Manual.</p></div>																																										
	1	RATE, FIRST NAME, LAST NAME:				UNIT NAME:																																								
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		<div>SPECIALS: Review section 10-B COMDTINST M1000.6 (series) to determine when required:</div> <div>○ DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION)</div> <div>○ ADVANCEMENT (DAY PRIOR TO ADVANCEMENT IN PRIOR RATE)</div> <div>○ CHANGE IN RATE</div> <div>○ REDUCTION (OTHER THAN DISCIPLINARY)</div> <div>○ TRANSFER</div> <div>○ PROBATION/SPECIAL CONDUCT</div> <div>○ SWE</div>																																												
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				<div>5</div> <div>PERIOD ENDING</div> <table><tr><td>MONTH</td><td>DAY</td><td>YEAR</td></tr><tr><td>○ JAN</td><td></td><td></td></tr><tr><td>○ FEB</td><td></td><td></td></tr><tr><td>○ MAR</td><td></td><td></td></tr><tr><td>○ APR</td><td></td><td></td></tr><tr><td>○ MAY</td><td></td><td></td></tr><tr><td>○ JUN</td><td></td><td></td></tr><tr><td>○ JUL</td><td></td><td></td></tr><tr><td>○ AUG</td><td></td><td></td></tr><tr><td>○ SEP</td><td></td><td></td></tr><tr><td>○ OCT</td><td></td><td></td></tr><tr><td>○ NOV</td><td></td><td></td></tr><tr><td>○ DEC</td><td></td><td></td></tr></table>				MONTH	DAY	YEAR	○ JAN			○ FEB			○ MAR			○ APR			○ MAY			○ JUN			○ JUL			○ AUG			○ SEP			○ OCT			○ NOV			○ DEC		
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LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in the performance of work.

COMPETENCIES		2		4		6		MARK
1. DIRECTING OTHERS The effectiveness of this member in influencing and guiding others in the completion of tasks.	○	Had difficulty in directing and influencing others effectively. Did not instill confidence in subordinates and others. Did not manage difficult situations. Did not establish and maintain standards of quality or quantity for work produced. ○	○	Guided and reviewed work of others to ensure that high work standards were maintained. Kept self and others motivated towards completion of work. A leader who influenced and earned the respect of others. ○	○	Achieved superior results in spite of unanticipated conditions or difficult situations. Demonstrated ability to define and carry out assignments or projects by achieving results not normally attainable. Ensured that each member knew their role in organization. A strong and respected leader. ○	○	
2. WORKING WITH OTHERS The degree to which this member promoted a team effort in accomplishing goals.	○	Exerted little or no influence over group resulting in disorganized efforts. Allowed conflicts to go on between group members. Disregarded the ideas of others. Not a team player. ○	○	Promoted cooperation between team members. Ensured work equitably distributed. Resolved conflicts quickly and stayed focused on team goals. Encouraged other team members to contribute ideas. ○	○	Outstanding team leader that excelled in getting all to work together. Group consistently effective and productive in achieving goals. Skillfully used knowledge of group dynamics to achieve maximum performance. ○	○	
3. DEVELOPING SUBORDINATES The extent this member used coaching, counseling, training, and education to increase the knowledge and performance of subordinates or others. The degree of this member's sensitivity and responsiveness to the goals and achievements of others.	○	Contributed little to training and educational programs to develop subordinates or others. Accepted marginal or unsatisfactory performance or behavior. Failed to provide timely or constructive feedback. Rarely acknowledged or recognized subordinates' or others' accomplishments or achievements. ○	○	Took active role in the development of subordinates and others. Provided opportunities for training and education which supported professional growth. Performance feedback was timely and constructive. ○	○	Actively promoted a commitment to learning and personal development. Consistently shared knowledge with subordinates and others by planning and conducting training. Initiated appropriate and timely recognition of subordinates and others. ○	○	
4. RESPONSIBILITY This member's ability and willingness to enforce standards on self, subordinates, and others; to support policies and decisions; and to hold one's self accountable for own and subordinate's actions.	○	Provided little or no support for policies and decisions. Unwilling to hold self or subordinates accountable for actions. Lax at enforcing military rules and regulations. ○	○	Required self, subordinates, and others to conform to military rules and regulations. Enthusiastically supported policies and decisions of seniors. Initiated appropriate administrative and disciplinary action when necessary. Enforced standards uniformly. ○	○	Consistently held self, subordinates and others accountable for performance and behavior. Actively persuaded others to support policies and decisions even if unpopular. Outstanding leader that aggressively worked to ensure standards were uniformly enforced. ○	○	
5. EVALUATIONS The extent to which this member conducted, or required others to conduct, evaluations that were objective, accurate, fair, timely, and consistent with actual performance. Evaluations treated as an ongoing process vice an event.	○	Written or oral reports on the performance of self, subordinates, or others were typically submitted late, incomplete, or inconsistent with actual performance. Provided little or no counseling to subordinates. ○	○	Provided complete and accurate reports, written or oral, on self, subordinates, or others. Performance and behavior properly evaluated against the written standards. Supporting documentation, when required, contained specific and descriptive observations. Subordinates and others received timely and constructive counseling. ○	○	Written or oral reports consistently timely and clearly measured performance against written standards. Written supporting documentation, if necessary, was complete, accurate, specific, and supported numerical evaluations. Did not accept inaccurate reports from others. ○	○	
6. WORK-LIFE SENSITIVITY/EXPERTISE The acquisition and use of both knowledge and skills to enhance the overall quality of life and general welfare of CG members and their families. This member's interest in and level of support for CG Work-Life and related programs regardless of billet.	○	Failed to recognize importance of Work-Life in executing responsibilities to CG and personnel. Contributed to imbalance. Does not incorporate concern for Work-Life issues into management practices. Avoided opportunities to develop expertise including acquisition of essential knowledge or skills. Lacked basic understanding of principles involved and/or knowledge of organization. ○	○	Knowledgeable on Work-Life principles, issues, and resources. Translated that knowledge into effective action for benefit of unit and personnel. Showed appreciation for significance of Work-Life to Coast Guard recruiting, retention, and productivity. ○	○	Superior in-depth knowledge of Work-Life program and its purpose. Took an active role in facilitating solutions to problems experienced by CG members and their families. Promoted flexibility in achieving balance between unit missions and the needs of CG members and their families. Actively pursued greater knowledge and understanding of Work-Life by self, CG members, and their families. ○	○	
7. SETTING AN EXAMPLE This member's ability and willingness to seek responsibility and display positive judgment in making decisions.	○	Projected an apathetic attitude towards assigned work, the Coast Guard, unit policies, or decisions of seniors. Sometimes indecisive or unwilling to make necessary decisions for areas of responsibility. Set poor example by lack of action. Frequently made bad decisions. ○	○	Self-starter. Sought opportunities to make decisions or recommendations for areas of responsibility. Influenced others by projecting a positive and enthusiastic attitude. Supported methods of improving performance of unit or Coast Guard. ○	○	Outstanding role model; Consistently sought additional responsibility. Made excellent decisions and recommendations based on experience and relevant information. Aggressively promoted acceptance of all work. Skillfully persuaded others that all work, including unpleasant assignments, contributed to achieving unit mission. ○	○	

PROFESSIONAL QUALITIES FACTOR: Measures those qualities which the Coast Guard values in its people.

COMPETENCIES		2		4		6		MARK
1. HEALTH AND WELL-BEING The degree to which this member exercised moderation in the use of alcohol. The degree to which this member maintained weight standards.	○	Failed to meet minimum standards of sobriety or weight control. ○	○	Maintained weight standards. Used alcohol discriminately or not at all; job performance not affected. Held self and subordinates accountable in meeting minimum standards, on and off duty. ○	○	Consistently demonstrated a significant commitment, beyond setting an example, on and off duty, to the well-being of self and subordinates. ○	○	

PROFESSIONAL QUALITIES (Continued)

COMPETENCIES		2		4		6		MARK
2. INTEGRITY The degree to which this member demonstrated the qualities of honesty and fair mindedness in personal relationships and actions, on and off duty.	<input type="radio"/>	Untrustworthy; shaded the truth. Took advantage of situations for personal gain. <input type="radio"/>	<input type="radio"/>	Honest and truthful. Demonstrated strong moral character. Was fair-minded and trustworthy. <input type="radio"/>	<input type="radio"/>	Consistently adhered to highest standards of honesty, truthfulness, and integrity. Required same of others. Strong moral principles and convictions as demonstrated by personal actions. <input type="radio"/>	<input type="radio"/>	
3. LOYALTY The degree to which this member was committed to the Coast Guard, unit, supervisor, and shipmates.	<input type="radio"/>	Sometimes complained or otherwise outwardly showed lack of commitment to Coast Guard and its missions, unit, or well-being of others. <input type="radio"/>	<input type="radio"/>	Exhibited pride in being part of the Coast Guard. Supported decisions of command. Loyal to seniors, shipmates, and subordinates. Backed subordinates. Was committed in doing the best job possible. <input type="radio"/>	<input type="radio"/>	Personal actions consistently demonstrated a strong dedication to duty, Coast Guard, and unit. Extremely loyal and supportive of seniors, shipmates, and subordinates. <input type="radio"/>	<input type="radio"/>	
4. RESPECTING OTHERS The degree to which this member cooperated with other people or units to achieve common goals.	<input type="radio"/>	Showed disregard for feelings of others through inappropriate comments or actions. Did not promote a team effort. <input type="radio"/>	<input type="radio"/>	Treated others in a courteous, thoughtful, and respectful manner. Worked comfortably with others of all ranks and positions. <input type="radio"/>	<input type="radio"/>	Worked to achieve a high state of mutual respect with all. Actively encouraged sensitivity to and understanding of the attitudes, perceptions, and ideas of others. Outstanding cooperation with others. <input type="radio"/>	<input type="radio"/>	
5. HUMAN RELATIONS The degree to which this member fulfilled the letter and spirit of the Coast Guard's Human Relations/Sexual Harassment policy in personal relationships and actions.	<input type="radio"/>	Displayed discriminatory tendencies toward others based on their religion, age, sex, race, marital status, or ethnic background. Allowed bias to influence appraisals or the treatment of others. Was disrespectful or used position to harass. Did not hold self or subordinates accountable for their human relations/sexual harassment responsibilities. <input type="radio"/>	<input type="radio"/>	Held self and subordinates accountable for living up to the spirit of the Coast Guard's Human Relations/ Sexual Harassment statements. Treated others fairly and with dignity without regard to religion, age, sex, race, marital status, or ethnic background. No bias in work or appraisal actions. Personal actions contributed to unit morale. <input type="radio"/>	<input type="radio"/>	Demonstrated through leadership a strong personal commitment to fair and equal treatment of others in all situations, without regard to religion, age, sex, race, marital status, or ethnic background. Actively campaigned against prejudicial actions or behavior by others. Made noteworthy contributions to prevent and eliminate prejudicial actions in the work place. <input type="radio"/>	<input type="radio"/>	
6. ADAPTABILITY The degree to which this member adjusted and managed change.	<input type="radio"/>	Occasionally had difficulty in adjusting to changes in job, policies, procedures, and environment. Effectiveness impaired by changes to routine. <input type="radio"/>	<input type="radio"/>	Took change in stride. Adapted quickly to changes. Maintained effectiveness despite disruptions to work routine. <input type="radio"/>	<input type="radio"/>	Managed change and adjusted easily to major or last minute changes in job, policies, procedures, and environment. Very flexible. Maintained a high degree of effectiveness. <input type="radio"/>	<input type="radio"/>	

PERFORMANCE: Measures a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which this member demonstrated technical competency and proficiency for rating or special assignment.	<input type="radio"/>	Marginal knowledge of rating or special assignment. Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures. <input type="radio"/>	<input type="radio"/>	Competent member on technical issues. Had total understanding of routine concepts of rating or special assignment. Demonstrated in-depth knowledge of policies and procedures. <input type="radio"/>	<input type="radio"/>	Consistently demonstrated outstanding knowledge and skills. Answers and recommendations typically flawless. Made significant contributions to unit's performance. <input type="radio"/>	<input type="radio"/>	
2. PROFESSIONAL DEVELOPMENT The degree to which this member continued to professionally develop, acquire new skills, or improve current skills and knowledge.	<input type="radio"/>	Did not use opportunities to further develop or demonstrate rating or special assignment skills and knowledge. Lacked either motivation or aptitude in furthering knowledge. <input type="radio"/>	<input type="radio"/>	Used available opportunities to increase knowledge and further develop skills. Sought increased responsibility. Showed professional growth through education and training. <input type="radio"/>	<input type="radio"/>	Outstanding role model. Enthusiastically sought opportunities, on or off duty, for personal and professional development. Rapid professional growth. Significant achievements. <input type="radio"/>	<input type="radio"/>	
3. ADMINISTRATIVE ABILITY The degree to which this member completed written work, including correspondence and reports.	<input type="radio"/>	Did not perform administrative functions of job adequately. Correspondence, reports, and other paperwork sometimes incomplete or improperly formatted. Own work, or that of subordinates, often needed correction. <input type="radio"/>	<input type="radio"/>	Correspondence, reports, and other paperwork prepared in accordance with current Coast Guard directives. Good quality and properly formatted. Own work, and that of subordinates, rarely needed correction. <input type="radio"/>	<input type="radio"/>	Expertly managed administrative functions of job. Completely familiar with directives and instructions. Consistently provided paperwork in a timely, complete, and accurate fashion. Work consistently without error or in need of correction. Work from subordinates met same high standards in quality and quantity. <input type="radio"/>	<input type="radio"/>	
4. ORGANIZATION The degree to which this member identified what needed to be done, set priorities, and kept supervisor informed.	<input type="radio"/>	Sometimes needed help in prioritizing routine tasks. Usually unprepared. Did not follow policies or standard procedures. Occasionally late informing supervisor of changing situations or completion of tasks. <input type="radio"/>	<input type="radio"/>	Quickly recognized difference between routine and time critical tasks; organized work accordingly. Adept in use of standard procedures. Took positive action to determine job priorities. Provided factual and accurate reports to supervisor on all aspects of work. <input type="radio"/>	<input type="radio"/>	Anticipated and planned accordingly. Accurately set priorities for all assigned tasks and consistently completed work in order of importance. Consistently kept supervisor, informed of progress/ problems, results, and new work efforts. <input type="radio"/>	<input type="radio"/>	
5. USING RESOURCES The degree to which this member used personnel and material resources.	<input type="radio"/>	Occasionally wasted materials or unable to properly and effectively use tools, publications, and equipment. Sometimes wasted time. Did not delegate well. Often failed to follow-up. <input type="radio"/>	<input type="radio"/>	Successfully used available resources, personnel, and material. Delegated well. Made good use of available personnel and their skills. Materials, tools, equipment, and publications effectively used. Followed-up to ensure tasks properly completed. <input type="radio"/>	<input type="radio"/>	Expertly used all resources. Personnel and their skills maximized to capacity. Sought out better ways to accomplish tasks. Used sound management practices and achieved optimum efficiency and effectiveness. <input type="radio"/>	<input type="radio"/>	
6. MONITORING WORK The degree to which this member monitored status of work and met deadlines.	<input type="radio"/>	Occasionally late; sometimes needed prodding to finish tasks by deadlines. Missed deadlines without justification. Often lax in knowledge of status of assigned jobs. Did not monitor tasks. <input type="radio"/>	<input type="radio"/>	Assigned tasks completed on time. Carefully monitored progress of assignments. Recognized when change was necessary and directed same. <input type="radio"/>	<input type="radio"/>	Typically completed work ahead of schedule. Consistently aware of status of all tasks in progress. Consistently followed-up to ensure all details were completed. Quickly adapted work schedules to new conditions as necessary. <input type="radio"/>	<input type="radio"/>	
7. SAFETY AND OCCUPATIONAL HEALTH The degree to which this member identified, evaluated, and managed risks to personnel.	<input type="radio"/>	Failed to adequately identify and protect personnel from hazards. Did not follow standard procedures in risk identification and assessment of hazards. Safety not a high priority; sometimes allowed personnel to disregard safety procedures or to work without safety equipment. <input type="radio"/>	<input type="radio"/>	Pro-active in protecting personnel from hazardous conditions. Used appropriate support program resources to develop protective measures. Followed-up and ensured that identified hazards were removed. Ensured that safe operating procedures were followed for all aspects of work. Ensured that required safety equipment was available and used. <input type="radio"/>	<input type="radio"/>	Contributed a leadership role in enforcement of safety and occupational health regulations. Demonstrated a significant commitment towards the identification and removal of hazards to personnel. Consistently stressed safety. Required others to be alert to, and correct, unsafe conditions and risks to personnel. <input type="radio"/>	<input type="radio"/>	

PERFORMANCE (Continued)

COMPETENCIES		2		4		6		MARK
8. STAMINA The degree to which this member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.	<input type="radio"/>	Physically/mentally tired under stress or during periods of extended work. Resisted putting in necessary overtime. Productivity or safety dropped in stressful situations.	<input type="radio"/>	Handled stressful situations well. Worked extra hours as required to get the job done. Productivity and safety were adequate.	<input type="radio"/>	Excelled in stressful situations. Willingly worked overtime when necessary to get the job done. No loss of productivity or safety during stressful situations or extended work hours.	<input type="radio"/>	
9. COMMUNICATING The degree to which this member listened, spoke, and expressed thoughts clearly and logically.	<input type="radio"/>	Used inappropriate language or mannerisms. Failed to listen carefully. Expressed thoughts lacked clarity. Disorganized in verbal presentations.	<input type="radio"/>	Used appropriate language without distracting mannerisms. Verbal presentations were well organized. Listened attentively.	<input type="radio"/>	Consistently displayed an outstanding ability in verbal expressions. Spoke with clarity. Presentations were typically well organized and kept audience's attention.	<input type="radio"/>	

MILITARY: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

COMPETENCIES		2		4		6		
1. MILITARY BEARING The extent to which this member appeared neat, smart, and well-groomed in uniform; and set standards for subordinates.	<input type="radio"/>	Unable or unwilling to consistently appear neat, smart and well-groomed. Failed to maintain uniform or grooming standards. Performance of subordinates was marginal or unacceptable.	<input type="radio"/>	Squared away member. Demonstrated great care in maintaining and wearing uniform. Excellent grooming; hair groomed to standards; if worn, beard or moustache also neat and properly trimmed. Presented a physically trim appearance.	<input type="radio"/>	Superlative member. Clearly set high standards for uniform and grooming excellence. Inspired similar standards in others. Performance of subordinates was exceptional.	<input type="radio"/>	
2. CUSTOMS AND COURTESIES The extent to which this member conformed to military traditions, customs, and courtesies; and set standards for subordinates' performance and behavior.	<input type="radio"/>	Occasionally failed to conform to military customs and courtesies. Performance of subordinates was marginal or unacceptable.	<input type="radio"/>	Maintained military formality, precedence, courtesies, and respect to rank and privilege; required same of subordinates.	<input type="radio"/>	Exemplified the finest traditions of military customs, courtesies, and protocol in all situations. Inspired similar standards in others. Performance of subordinates was exceptional.	<input type="radio"/>	

CONDUCT

COMPETENCY	
CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	<div style="display: flex; justify-content: space-between;"> <div> UNSATISFACTORY <input type="radio"/> <p>Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.</p> </div> <div> SATISFACTORY <input type="radio"/> <p>No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.</p> </div> </div>
RECOMMENDATION FOR ADVANCEMENT (DO NOT COMPLETE FOR E-9s) NOT RECOMMENDED: Check this block if, in the view of the rating official, the individual is not capable of satisfactorily performing the duties and responsibilities of the next higher paygrade and is not making progress toward that end. RECOMMENDED: Check this block if, in the view of the rating official, the individual is fully capable of satisfactorily performing the duties and responsibilities of the next higher paygrade. This block may be checked irrespective of the individual's qualification of eligibility for advancement.	
SUPERVISOR: <div style="display: flex; align-items: center;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </div>	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Rate/Rank</div> <div>_____ Date</div> </div>
MARKING OFFICIAL: <div style="display: flex; align-items: center;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </div>	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Rate/Rank</div> <div>_____ Date</div> </div>
APPROVING OFFICIAL: <div style="display: flex; align-items: center;"> <input type="radio"/> Not Recommended <input type="radio"/> Recommended </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <input type="radio"/> Concur <input type="radio"/> Do not concur, changes made <input type="radio"/> Counseling/Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) </div> <div style="flex: 1; text-align: right;"> _____ Signature _____ Rate/Rank _____ Date </div> </div>

MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.

Signature

Date

Section Overview

Introduction This section will guide you through the procedures following NJP or courts-martial proceedings, reporting a member UA or a deserter, and reporting a member who has returned after being absent or declared a deserter.

In this section

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Nonjudicial Punishment (NJP) Checklist	10-B-2
Courts-Martial Checklist	10-B-3
Unauthorized Absence	10-B-5
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Reporting Return of Absentee or Deserter	10-B-11
Reporting Civil Arrest or Conviction	10-B-14

Nonjudicial Punishment (NJP) Checklist

Introduction This checklist has been provided as a job aid to assist the unit/HRS/PERSRU in completing all necessary tasks required after NJP proceedings. This job aid is designed to be reproduced locally.

Reference [Military Justice Manual, Article 1-G-3, Personnel Record Entries](#)
[CGHRMS Enlisted Employee Review Instructions](#)

NJP checklist Follow these procedures after NJP proceedings.

Step	Action	Reference	Date
1	Forward a copy of the CG 4910 to the servicing HRS/PERSRU (<i>or local CGHRMS HRS office if applicable</i>)	MJM	
2	Complete an Enlisted Employee Review in CGHRMS . Use “Discipline” for the review type and enter administrative remarks in the comments section for the conduct competency.	10-B-2 PERSMAN CGHRMS Enlisted Employee Review Instructions	
3	File the original CG-4910, Acknowledgment of Rights Acceptance of NJP, PIO’s report and appeals in the unit punishment log.	1-G-4 MJM	
4	Initiate report to COMDT (G-CFI). Refer to Section 2-V of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-V PERSEC	

Courts-Martial Checklists

Introduction These checklists have been provided as a job aid to assist the unit/HRS/PERSRU in completing all necessary tasks required after a courts-martial. This job aid is designed to be reproduced locally.

Reference [Military Justice Manual](#),
Section 5-G, Courts-Martial Action and Review
Section 5-E, Suspension of Sentence

Summary courts-martial Follow these procedures after the convening authority has acted on a summary courts-martial where the member was found guilty.

Step	Action	Reference	Date
1	Forward to the servicing HRS/PERSRU: <ul style="list-style-type: none">• Copy of DD-Form 2329• Acknowledgment of Rights• Copy of Supplementary Promulgating Order	MJM	
2	Complete an Enlisted Employee Review in CGHRMS . Use “Discipline” for the review type and enter administrative remarks in the comments section for the conduct competency.	10-B-2 PERSMAN CGHRMS Enlisted Employee Review Instructions	
3	Initiate report to COMDT (G-CFI). Refer to Section 2-V of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-V, PERSEC	

Continued on next page

Courts-Martial Checklists, Continued

Special or general courts-martial Follow these procedures after the convening authority has acted on a special or general courts-martial.

Step	Action	Reference	Date
1	Forward copy of promulgating order to servicing HRS/PERSRU.	MJM	
2	Notify servicing HRS/PERSRU of member's fine repayment intentions (if fine imposed)	MJM	
3	Complete an Enlisted Employee Review in CGHRMS . Use "Discipline" for the review type and enter administrative remarks in the comments section for the conduct competency.	10-B-2 PERSMAN CGHRMS Enlisted Employee Review Instructions	
4	Initiate report to COMDT (G-CFI). Refer to Section 2-V of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-V PERSEC	

Unauthorized Absence

Introduction This has been provided as a job aid in determining the procedures when a member is in an unauthorized absence (UA) status.

References [COMDTINST M1000.6 \(series\), CG Personnel Manual](#)
Article 8-C-1, Unauthorized Absence of Officers
Article 8-C-2, Unauthorized Absence of Enlisted Personnel

UA for less than 24 hours When a member has been UA for less than 24 hours, the unit is responsible for initiating any and all disciplinary action.

UA for over 24 hours Use this table when a member fails to report and is placed in unauthorized absence status.

When member	Then the ...	Does this ...
Fails to report in PCS	Receiving unit	<ul style="list-style-type: none">• Contacts unit from which transferred to determine if orders were amended or canceled• Notifies HRS/PERSRU• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation
Fails to report TDY to unit or enters UA while TDY	TDY unit	<ul style="list-style-type: none">• Notifies permanent unit
	Permanent unit	<ul style="list-style-type: none">• Notifies HRS/PERSRU that maintains PDR• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation
Fails to report for normal duty	Permanent unit	<ul style="list-style-type: none">• Notifies HRS/PERSRU• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation

Note: If member is an officer also notify CGPC (opm).

Continued on next page

Unauthorized Absence, Continued

UA for 10 days When the member has been UA or 10 days, notify the next of kin by letter as follows:

I regret the necessity of informing you that your (son/daughter/other relationship as appropriate), (insert full name and rate), who enlisted in the Coast Guard on (date of enlistment) and was attached to this unit has been on unauthorized absence since (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest Coast Guard or other military activity immediately since the gravity of the military offense increases with each day of absence. Should your (son/daughter/other relationship) remain absent for 30 days, your (son/daughter/other relationship) will be declared a deserter, and a federal warrant will be issued. Additionally, information concerning the unauthorized absence will be provided to the National Crime Information Center. This information will be available to all law enforcement agencies throughout the country.

For member in paygrade E-4 (less than 4 years service) or more junior, with dependents add the following paragraph in letters to the dependents.

If your (appropriate relationship) remains in an unauthorized absence status for more than 29 days, you may be entitled to Basic Allowance for Housing (BAH), not to exceed 2 months. To be eligible for BAH you must not be assigned to Government Quarters, and cannot be residing with the member. Your request for BAH must be submitted within 3 months of the date that your (appropriate relationship)'s absence commenced. Please include a statement indicating that you are not residing with your (appropriate relationship).

Submit your request to:

COMMANDING OFFICER (MAS)
COAST GUARD HUMAN RESOURCES SERVICE & INFORMATION CENTER
444 S. E. QUINCY STREET
TOPEKA, KS 66683-3591

If you have any questions, contact (local unit) for assistance.

- If the member is E-4 (less than 4 years service) or more junior and dependents are residing with a guardian, send a separate letter to the guardian.

Continued on next page

Unauthorized Absence, Continued

UA at time of sailing

Follow these procedures when a member is UA at time of sailing.

Step	Action
1	Complete the following CG-3307 entry (P&D-5) Missed sailing of this vessel from (place of sailing) on (date) on route to (destination). Member had knowledge of the time movement was scheduled. Note: Make a notation on the sailing list.
2	If the vessel deploys for 10 or more days: <ul style="list-style-type: none">• Administratively transfer the absentee TDY to the nearest HRS/PERSRU ashore• Complete a CG-3307 (P&D-5) showing unit transferred to and disposition of records and personal effects• Forward original CG-3307 immediately to CGPC (adm-3), copy to HRS/PERSRU and unit file
3	Inventory absentee's personal effects and coordinate with the Transportation Officer for shipment of absentee's personal effects Note: Shipment will be charged against the member's pay.
4	If member is absent while the vessel is in a foreign port, report absence to the nearest US consulate. Include instructions for disposition of the absentee if apprehended.
5	Notify and direct the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.

Desertion

Introduction This has been provided to assist you through the procedures for declaring a member to be a deserter.

Reference [COMDTINST M1000.6 \(series\), CG Personnel Manual](#)
Article 8-A-2b, Deserter
Article 8-A-7, Disposition of Personnel Effects of Absentees or Deserters

Procedure for declaring a member a deserter Use this procedure when declaring a member to be a deserter.

Step	Action
1	<p>Issue DD Form 553 normally the 31st day of absence.</p> <ul style="list-style-type: none">• You may declare the member a deserter before the 31st days when the member's intentions are known. <p>Note: In cases where a member was declared a deserter early, issue DD Form 553 on the day member was declared a deserter.</p>
2	<p>Send original DD Form 553 to CGPC (adm-3) Distribute signed copies of DD Form 553 to:</p> <ul style="list-style-type: none">• Member's HRS/PERSRU• District Commander (o) of the district that the member is absent from• District Commander (o) of the district of the absentee's home of record• Commandant (G-O) if home of record is within 30 miles of the District of Columbia• Recruiting office nearest to the home of record• Next of kin via certified mail, return receipt requested, deliver to addressee only• Mayor (or chief of police) of the home of record and of any town to which the absentee may have proceeded

Continued on next page

Desertion, Continued

**Procedure for
declaring a
member a
deserter
(continued)**

Step	Action
2 C o n t i n u e d	<ul style="list-style-type: none">• Commanding Officer of the Coast Guard unit and the Armed Forces Police establishment nearest the home of record and any area the absentee may have proceeded to• In the case of an alien believed to be in a foreign country: DEPARTMENT OF STATE ATTN VISA OFFICER-SCA/VO STATE ANNEX NO 2, WASHINGTON, DC 20520• In the case of an U.S. citizen believed to be in a foreign country: DEPARTMENT OF STATE PASSPORT OFFICE/PTLS 1425 K STREET NW WASHINGTON, DC 20524
3	Forward PDR's to the HRS/PERSRU within 2 days
4	Inventory and transfer deserter's personal effects
5	If member is mentally irresponsible at the time of absence from a hospital, inform CGPC (epm), via chain-of-command, by letter

Continued on next page

Section B
DISCIPLINE

Desertion, Continued

**Procedure for
declaring a
member a
deserter
(continued)**

Step	Action
6	<p>Notify next of kin by letter with the following:</p> <p>I regret the necessity of informing you that your (son/daughter/other relationship as appropriate) (full name and rate), who enlisted in the Coast Guard at (place of enlistment) on (date of enlistment), and was attached to this unit, has been on unauthorized absence since (date) and is being declared a deserter from the U. S. Coast Guard effective (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest U. S. Coast Guard activity immediately since the gravity of this offense increases with each day of absence. If you have been issued a Uniformed Services Identification and Privilege Card (DD-1173), the privileges of this card are no longer available to you due to desertion of your (son/daughter/other relationship). You should return this card to the nearest U. S. Coast Guard unit.</p>

Reporting Return of Absentee or Deserter

Introduction This has been provided to assist you through the procedure for reporting the return of an absentee or deserter.

Reference [COMDTINST M1000.6 \(series\), CG Personnel Manual](#), Article 8-kA-3, Return of Absentee or Deserter

Delivery by civil authorities Follow these procedures when reporting the return of absentee/deserter.

Step	Action
1	Before accepting delivery by civil authorities ensure: <ul style="list-style-type: none">• that no criminal charges are pending• if charges are pending, forward a full report to CGPC (epm/opm)• take no action pending receipt of instructions
2	If civil charges are made after custody has been accepted, the provisions of the Manual for Courts-Martial apply.
3	Give civil authorities no assurance that an absentee or deserter will be tried by military court for violations of Federal or State laws, or that any individual will be retained in or discharged from the service.

Adequate facilities for retention Before accepting delivery of an absentee or deserter ensure your unit is considered an adequate facility. To be considered an adequate facility for retention of absentees or deserters, the facility must meet these requirements:

- **Shore unit** - must be equal to or exceed those of a Coast Guard station.
- **Afloat unit** - must be equal to or exceed those of a WLM class cutter.

Note: If your unit does not meet these requirements, you should request instruction from district commander (o).

Continued on next page

Reporting Return of Absentee or Deserter, Continued

**Report of
Return of
Absentee,
DD Form 616**

If the member has been declared a deserter, prepare and distribute the DD-616 to each addressee who was previously sent a DD Form 553.

**Reporting
return**

Notify the proper authority as shown in the reporting return table.

Notification will contain:

- Name and SSN of the member
- Date, hour, and circumstances of return
- Summary of any pending civil charges

Information regarding the date and hour of absence may be obtained from the absentee only after compliance with Article 31(b) of the [Uniform Code of Military Justice](#).

**Reporting
return table**

Notify the proper authority as shown in the table below.

When return is to	And unit is	Then report to
Unit from which absent		District commander, Info: CGPC (epm) or CGPC (opm)
Unit other than from which absent	under the operational control of a section or group	Section or group commander by telephone or other rapid means Section or group will take action according to the Uniform Code of Military Justice
Unit in same district	not under the operational control of a section or group	District commander, Info: CGPC (epm), or CGPC (opm) Unit from which absent
Unit outside district	not under the operational control of a section or group	District commander from which absent, Info: CGPC (epm) or CGPC (opm) Unit from which absent Note: If absentee was apprehended or delivered (vs surrendered), report return to CGPC (epm) or CGPC (opm) Info: Local district commander Unit from which absent

Continued on next page

REPORT OF RETURN OF ABSENTEE						REPORT CONTROL SYMBOL			
<p style="text-align: center;">IMPORTANT NOTICE</p> <p>The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Deserter/ Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.</p>						1. DISTRIBUTION <i>(Same as DD Form 553 at time of absence)</i>			
2. NAME OF ABSENTEE <i>(Last, First, Middle Initial)</i>									
3. SERVICE		4. SOCIAL SECURITY NO.		5. GRADE OR RATE					
6. FORMER ABSENTEE STATUS									
a. FORMER STATUS <i>(X one)</i>				b. DATE/HOUR ABSENCE BEGAN <i>(YYYYMMDD)</i>					
	(1) ESCAPED OR SENTENCED PRISONER		(2) ABSENTEE						
			(3) DESERTER <i>(Administrative)</i>						
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT									
7. CIRCUMSTANCES OF ABSENTEE'S RETURN									
a. MODE OF RETURN <i>(X one)</i>		b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED <i>(X one)</i>							
	(1) APPREHENDED		(1) MILITARY		(2) CIVIL		(3) FBI		(4) DIS
	(2) SURRENDERED		(5) OTHER <i>(Specify)</i>						
c. PLACE OF INITIAL RETURN						d. DATE/HOUR OF INITIAL RETURN <i>(YYYYMMDD)</i>			
e. REQUIRED ACTION <i>(X one)</i>									
	(1) RETURN TO MILITARY CONTROL		(2) RETAINED BY CIVIL AUTHORITIES		(3) CIVIL CHARGES		(4) SAFEKEEPING		
f. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION						g. DATE RETURNED TO MILITARY CONTROL <i>(YYYYMMDD)</i>			
8. DISPOSITION OF ABSENTEE									
a. ACTION BY MILITARY AUTHORITIES <i>(X one)</i>			b. TO <i>(Name of Command in charge of absentee)</i>			c. COST OF TRANSPORTATION <i>(To be charged to the individual's account)</i>			
	(1) RETAINED		(2) TRANSFERRED				\$		
	(3) TECHNICAL ARREST ORDERS		(4) GUARD						
9. REMARKS <i>(Include location of Service, Pay and Health Records)</i>									
10. AUTHORIZING OFFICIAL									
a. TYPED NAME <i>(Last, First, Middle Initial)</i>			b. GRADE		c. TITLE				
d. ORGANIZATION			e. SIGNATURE <i>(Sign all copies)</i>			f. DATE SIGNED <i>(YYYYMMDD)</i>			

Reporting Return of Absentee or Deserter, Continued

**District
responsibility**

When notified of the return of an absentee or deserter, the district commander for the homeport/permanent duty station from which the member is absent will:

- Direct the return of an absentee or deserter to a unit in the district for disciplinary action
 - Request assignment instruction from CGPC (epm) or CGPC (opm) if the member has been temporarily assigned to a unit other than the unit from which the member is absent for disciplinary action
 - Coordinate with HRSIC (DC) for checkage of the member's pay account for travel costs
-

**Absentee or
deserter from
other branch of
the Armed
Forces**

Follow these procedures for reporting the return of an absentee or deserter from another branch of the U. S. Armed Forces.

Step	Action
1	Immediately notify the commanding officer of the parent organization by message and request instructions
2	Included the following as info addressees as appropriate: <ul style="list-style-type: none">• CGPC (epm) or CGPC (opm)• Adjutant General, Department of the Army• Chief of Naval Personnel• Air Adjutant General, Department of the Air Force• Commandant, Marine Corps
3	Prepare a statement in triplicate that includes the following: <ul style="list-style-type: none">• Time date and place taken into CG custody• Circumstances of return (whether surrendered, delivered, or apprehended)• Name and address of person or agency effecting apprehension or delivery
4	Provide an original and one copy of the statement to the representative of the agency taking custody of the member

Reporting Civil Arrest or Conviction

Introduction The arrest or conviction of a Coast Guard member (active or reserve) by civil authorities must be reported in accordance with the following references.

Reference

- [COMDTINST M1000.6 \(series\), CG Personnel Manual, Section 8-B, Civil arrest and conviction](#)
- [COMDTINST M5520.12 \(series\), CG Personnel Security Program, Paragraph 2-V](#)
- [COMDTINST M7220.29 \(series\), CG Pay Manual, Paragraphs 2-C-4, 2-C-5, and 2-C-6](#)

Process Overview This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references.

Stage	Who does it	When	What happens	References
1	Unit	Upon learning of a member's arrest or detention by civil authorities	<ul style="list-style-type: none">• Notifies cognizant Security Officer (For units below the Group level this will be the Group Security Officer).• Notifies servicing HRS/PERSRU if the member is not entitled to service credit while in the custody of civil authorities.	8-B PERSMAN 2-C-4 PAYMAN
2	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none">• Completes a Personnel Security Action Request (CG-5588) (The form is available in the "Forms Menu" program).• Sends completed CG-5588 to COMDT (G-CFI).• Sends copies of the report to: CGPC (epm) or (opm) and (adm-3).	2-V PERSEC

Continued on next page

Reporting Civil Arrest or Conviction, Continued

Process Overview, Continued This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references, continued.

Stage	Who does it	When	What happens	References
2 CONT'D	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none"> Sends a copy of the report to the district or area security officer (if not collocated). 	2-V PERSEC
3	PESRU/ISC	Upon notification of member's arrest and detention beyond the normal expiration of authorized leave or liberty	<ul style="list-style-type: none"> Completes a "Begin Confinement" Transaction in SDA II. Upon the member's return to duty, completes a "Return from Confinement" Transaction". 	2-C-4 PAYMAN
4	Security Officer	Within 60 days of the date the incident occurred and every 60 days until final disposition of the case is known	<ul style="list-style-type: none"> Submits an interim report to COMDT (G-CFI) using form CG-5588. Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3). 	2-V PERSEC
5	Security Officer	Upon notification of the final disposition of the case	<ul style="list-style-type: none"> Submits a Final report to COMDT (G-CFI), using form CG-5588. Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3). 	2-V PERSEC